

Application for Tent Permit

*This applies **only** to tents, canopies or other membrane structures which are **larger** than 10 FT X 10 FT.*

This document contains the application form, and details other information needed for a Tent Permit, which includes tents, canopies and other membrane structures larger than 10 feet by 10 feet.

There is no cost for a Tent Permit.

This application and all associated information must be received by the Edwardsville Fire Department a minimum of 2 weeks prior to the event in order to ensure review and processing before the structure is needed.

Required Information:

- 1) Permit application located at the end of this document.
- 2) All Tents require a site plan showing the following:
 - a) Any permanent structures located on the site
 - b) Proposed location of tents or canopies
 - c) Indicate tents with cooking beneath them
 - d) Indicate tents that have an Occupant Load over 50 people
 - e) Location of any generators
 - f) Location of any LP gas tanks
 - g) Location of electrical service
- 3) Tents over 350 SQ FT require a detailed floor plan indicating the following:
 - a) Length and width dimensions of tent
 - b) Arrangement of tables, chairs, stages or other accessory items
 - c) Designated exits (Note! Exits must be located so that no point inside the structure is more than 100 ft. from an exit)
 - d) If tent is over 350 SQ FT indicate the aisles leading to the exits (Note! All aisles must be at least 44 inches in width)
 - e) Location of any cooking appliances (Note! Cooking and/or heating appliances below tents must be greater than 10 FT from all designated exits)
 - f) Locations of "NO SMOKING" signs (Note! Smoking is prohibited under all tents/canopies).
- 4) A copy of the manufacturer's instructions on how to properly secure the structure. All tents/canopies/membrane structures must be secured to prevent collapse during extreme weather events.

- 5) A copy of the certification from the tent/canopy/membrane structure manufacturer, or the rental company, showing each structure meets NFPA 701 flame propagation performance criteria.
- 6) Tents with cooking or heating require fire extinguishers
 - a) If cooking or heating under the structure without flame (ovens, crock pots, roasters, etc), at least one 2A-10BC extinguisher is required. Identify the location of extinguisher(s) on the Site Plan.
 - b) If cooking or heating with open flame or producing “grease laden vapors” (deep fat frying, sautéing, cooking with woks, etc.) at least one K-class extinguisher is required. Identify location K-class extinguisher(s) on the Site Plan.

Temporary tents, air-supported, air inflated or tensioned membrane structures and canopies shall be erected for a period not greater than 180 days within any 12-month period.

Use of these structures is governed by adopted codes: 2006 International Fire code, and the 2000 NFPA Life Safety Code.

The Fire Department reserves the right to require information beyond that specified in this document regarding the structures, the event, or other pertinent information prior to approving a permit.



Application For Tents, Canopies and Other Membrane Structures

Name/Description of Event: _____

Address of the site: _____

Date structure will be erected: _____

Date Structure will be taken down: _____

Contact Person: Name: _____ Phone: _____

Email: _____
(Required)

Applicant (print or type): _____

Signature: _____

Date: _____

Fire Department Approval: Yes _____ No _____

If No, reason for denial of application: _____

Fire Department Representative

Signature: _____

Date: _____